Lesson Preparation book
Computer
2nd.Prep – First Term 2023 - 2024



Prepared and Designed by/ Yasmin Shoaeb - جروب فريق أصدقاء المتخصص

Teacher's Biography

Name:

School:

The educational administration:

Qualification:

Teaching Subject:

Comprehensive School:

The school to which he is delegated:

Date of appointment:

The job is on the staff:

Teacher Code:

Mobile Number:

Teacher	Supervisor	School Principal
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Daily class schedule

Session / Day	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eightieth	Ninth
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									

Session / Day	First	Second	Third	Fourth	Fifth	Sixth	Seventh	Eightieth	Ninth
Saturday									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									

Teacher ----------

Supervisor ----------

School Principal ----------

The General Objectives of Computer

At the end of the second term the student will be able to :

- 🕮 **Learning** about some of the processes and concepts of creating a web page.
- 🕮 **acknowledge** some basic concepts and processes of information and communication technology services and applications.
- 🕮 **Understand** some aspects of intellectual security related to the use of the information and communication technology.
- 🕮 **Producing** a project (site design) using technological processes, programs, and tools.
- 🕮 **Use** technological production tools (Html – Multimedia "audio, video and audio") to support his learning.
- 🕮 **Employing** technological communication tools in exchanging the contents and insights with others.
- 🕮 **use** the electronic sources in dealing with information.
- 🕮 **Use** technological tools to process and evaluate data and prepare results reports.

Teacher	Supervisor	School Principal
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The specified objectives of computer

At the end of the second term the student will be able to :

- 🕮 **Identify** the concept of Website, Home Page, and Webpage.
- 🕮 **Deduce** that the website has more than webpage.
- 🕮 **Deduce** the content of webpage [Text, image, video, hyperlink,..etc]
- 🕮 **Identify** the concept of static webpage.
- 🕮 **Identify** the concept of Interactive webpage,. Draw free shape.
- 🕮 **Identify** some video editing program.
- 🕮 **Import** video editing program files (sound/images).
- 🕮 **Create** video captions using the program.
- 🕮 **Edit** video segments.
- 🕮 **Save** video file project.
- 🕮 **Add** (effects, transition effects, text) to video segments.
- 🕮 **Export** video to a file with suitable extension.
- 🕮 **Identify** the following basic rules to create a web page By HTML.
- 🕮 **Identify** the structure to create a web page by HTML.
- 🕮 **Add** content to the web page (text, image, video , hyperlink,..etc)
- 🕮 **Format** the content of the web page.
- 🕮 **Insert** a hyperlink in the web page / linking the site pages.
- 🕮 **specify** the number of the site pages from the Structural design of the website.
- 🕮 **create** the various page of the web using the HTML.
- 🕮 **insert** a hyperlink among the site pages.

Teacher	Supervisor	School Principal
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Date				
Session				
Class				

Strategy	Dialogue and discussion – Brainstorming – Peer learning
Teaching aids	Electronic board – Data show



Unit One (Web Sites)
Lesson (1) Concepts and basics Of Websites

Lesson objectives: By the end of the lesson, the student should be able to:
- **Identify** the concept of Website, Home Page, and Webpage.
- **Deduce** that the website has more than webpage.
- **Deduce** the content of webpage [Text, image, video, hyperlink,..etc]

Warm up: What are Website's Components?

Lesson Presentation

📖 **Websites: –** is a webpage or more, connected with each other, with a certain name and

Web address. The website can be visited on the computer or the cell phone.

📖 **Websites: –** It is a site on the internet that consists of a webpage or more, it is visited

through a certain web address.

📖 **Web Page: –** It is a document with electronic content on the internet which can be shown through a web browser.

📖 **Home Page:–** It is the opening page (main) in the website through which other pages can be visited.

📖 **Web page components:–**
The web page includes texts, images, audio files, videos and hyperlinks.



📖 **Static Web Page:–** The content of these pages is previously prepared by the page The developer. content doesn't change and can't be edited by the visitor. It is designed by HTML code. We will see how to design these pages later by using HTML. **Examples:** https://www.els-egypt.com/ http://www.ahram.org.eg/

📖 **Interactive Web Page:–** It is a webpage that has a content allowing the visitors to interact with and manipulate. This type is designed by HTML, JavaScript, PHP and others.
Exemples: https://www.els-egypt.com/login http://www.sis.gov.eg

Evaluation: **Complete:–** Web page components are....., ..., ...

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Date				
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Class				

Strategy	Dialogue and discussion – Brainstorming – Cooperative learning
Teaching aids	Electronic board – Data show



Unit One (Web Sites)
Lesson (2) The stages of designing and creating a website

Lesson objectives: By the end of the lesson, the student should be able to:

- **Identify** stages of designing Webpage.
- **Deduce** web page elements.
- **Understand** importance of planning to design web page.

Warm up: **What** are the stages to design and create a website?

Lesson Presentation

🕮 The First Stage: Planning: –

In this stage, we draw a simple diagram of the web pages of the website, the homepage and the connected pages.

Decide the information and data to be included as data or service according to the need.)

🕮 The Second Stage: Designing the web page: –

This stage is the most important one as we design the format and shape of the homepage and other pages. The different format types are designed, the color, the background, the font size and type, place of putting text, images and video clips and decide the different hyperlinks inside the same page and connected with other pages in the website.

🕮 The Third stage: Preparing and developing: –

This stage consists of important steps which are as follows:

- Prepare the text which will be added to the page using a text editor program and save it in a folder.
- Prepare the image files and save them in a folder.
- Prepare the video and sound files and save them in a folder.

🕮 The Fourth Stage: Implementation: –

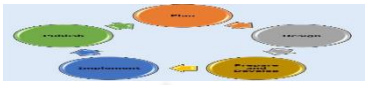
- Change the paper design into web page to be shown and visited on the internet with an internet browser program.
- Input the data, text, images, videos and so on.
- Create the necessary hyperlinks to connect the different pages and facilitate browsing the site. This is done using HTML codes.

Note: Hyperlinks could be text or picture

🕮 The Fifth Stage: Publish on the Internet: –

- In this stage, a web address is taken and the storage capacity is decided to save on one of the servers and publish the site on the internet

Evaluation: Complete: – In this stage, a web address is taken and the storage capacity is decided to save on one of the servers



Date				
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Class				

Strategy	Dialogue and discussion – Brainstorming – practical training
Teaching aids	Electronic board – Data show



Unit One (Web Sites)
Lesson (3) Create and Edit audio files

Lesson objectives: By the end of the lesson, the student should be able to:

- Identify creating and audio processing program
- Setup and prepare (data / software components and material) tocreate the audio
- Use Audacity program to create and process audio files.

Warm up: How can we create a sound file?

Lesson Presentation

📖 There are many programs that are used on dealing with audio files. These programs help to process audio files in an easy and proper way. They are software programs that enable the user to create and process audio files. They contain tools that creating and processing audio files.

📖 Creating an audio file:

To create an audio file, we need a sound processing software.

📖 Firstly: the setup and processing to create an audio file stage:

The required steps to create an audio file, as follows:

1- Preparing for collecting data about your webpage.

2- Preparation and processing of software and hardware components:

3 -Make sure you install a program and create audio processing on computers and your microphone is plugged to your computer to record.

📖 Secondly, the implementation stage:

The implementation Stage to create a sound file includes:

-Load a sound processing software.

-Click "Record" button to record voice.

-Read the text data by using the microphone.

-To finish recording, click "stop"

-To listen to the audio through the speakers, click "play".

input, Then in The Program Timeline: -



To add an effect on the audio clip → "Effect" menu.

Evaluation: Complete: - To add an effect on the audio clip, open menu

Date				
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Strategy	Dialogue and discussion – Brainstorming – practical training
Teaching aids	Electronic board – Data show

Unit One (Web Sites)
Lesson (4) Following Create and Edit audio files

Lesson objectives: By the end of the lesson, the student should be able to:
- Edit (Add Effect / cut and paste / delete) in the audio clips.
- Identify appropriate extensions of audio files.
- Recognize the types of audio file extensions.

Warm up: How can we create a sound file?

Lesson Presentation

🕮 To cut and paste an audio clip:
-Select the audio clip you want to cut.
-From "Edit" menu" select "Cut"
- Move the pointer on the timeline to the desired part to paste the audio clip,
From the "Edit" menu select" Paste"

🕮 To delete an audio section:
- Select the audio section you want to delete.
- Press "Delete" from the keyboard.

🕮 Export an audio file with an appropriate extension.
- To export an audio file with an appropriate extension (.mp3 or .wav, etc...):
- From the File menu.
- select "Export Audio" then select the appropriate extension of the audio file.

🕮 Comparison between MP3 الجزيرة| WAV audio files:

	WAV	MP3
Quality and purity	characterized by the sound quality and clarity	less purity, compared with the file with WAV extension
Storage	large storage capacity	less storage capacity
Publishing	Notappropriatefor publishing via websites.	appropriatefor publishing via websites.

Evaluation: Complete: – There are many types of audio files such as.....

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Strategy	Dialogue and discussion – Brainstorming – practical training
Teaching aids	Electronic board – Data show

Unit One (Web Sites)
Lesson (5) Create and Edit Video files

Lesson objectives: By the end of the lesson, the student should be able to:
- **Identify** some video editing program.
- **Import** video editing program files (sound/images).
- **Create** video captions using the program.

Warm up: How can we create a video file?

Lesson Presentation

📖 Creating and editing video programs are the ones that enable the user to create and edit video files. This is done through tools and effects that help the user create and edit video clips easily and fast.

📖 There are many programs that can be used in creating and editing video files like: "Kdenlive" and "OpenShot", which are open source and free t use and easy to operate with Linux and Ms. Windows. There is also "Movie Maker" which runs in Windows.

📖 The interface consists of:

1- Main Toolbar.
2- Project Files.
3- Function Tab (Move –Audio files)
4- Preview Window.
5- Edit Toolbar.
6- Zoom Slider.
7- Play head/Ruler.
8- Timeline.



📖 Program Timeline:

1- Ruler (to show the time length on the timeline).
2- Play Head (reads the current clip on the timeline to show in Preview Window).
3- Current Clip (image, sound or video).
4- Tracks (They are similar to Layers where images, sounds or video caption clip is put on the track. Unlimited number of tracks can be used in the project).

📖 Create Video Clips:

1- Import images to the program.
2- Put the images in order on the program timeline.
3- Import a sound file to the program.
4- Preview the video.

- To import files → "import file" from "file" menu.
- To ad audio file press +Add File from the main toolbar.
- To Save Project: On the Main Toolbar, select "File "then "Save Project as"

Evaluation: Complete: – is one of programs that can be used in creating and editing video files

Date				
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Class				



Strategy	Dialogue and discussion – Brainstorming – practical training
Teaching aids	Electronic board – Data show

Unit One (Web Sites)
Lesson (6) Following Create and Edit Video files

Lesson objectives: **By the end of the lesson, the student should be able to:**
- **Save** video file project.
- **Add** (effects) to video file.
- **Export** video to a file with suitable extension

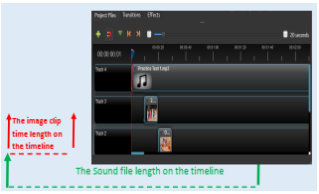
Warm up: How do you add video's effect?

Lesson Presentation

📖 After previewing the Video, the clip may need some editing like Reorder the scenes, delete, increase the time, decrease the time or adjust the time to match the sound file length.

📖 **Control the play time of the Video Clip: –**
We can control the sound clip to end at the same time with the last image clip on the timeline.

📖 **Control the time length for images and sound on the timeline:**
–Define the time length of the clip on the timeline.
–Drag and drop the head of the play indicator and move it till it goes to the right place on the timeline.



–Right click the clip Track, a drop box appears, select:
– **Slice Clip** → to split the clip into two slides.
–**Keep Both Slides** → the right and left slides are kept.
–**Keep the left slide** → the clip splits into two slides and keep the left slide only
–**Keep the right slide** → the clip splits into two slides and keep the right slide only.





📖 **Add Effects to a Video Clip:**
– Click the **Effects** tab.
– Drag and Drop an effect to add it to the clip
– To delete the effect, right click the effect sign and select "**Remove Effect**".

Evaluation: **Complete: –** to split the clip into two slides.

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Session				
Class				



Strategy	Dialogue and discussion – Brainstorming – practical training
Teaching aids	Electronic board – Data show

Unit One (Web Sites)

Lesson (7) Following Create and Edit Video files

Lesson objectives: By the end of the lesson, the student should be able to:

- Differentiate between the extensions of video files.
- Add (transition effects, text) to video file.
- Export video to a file with suitable extension

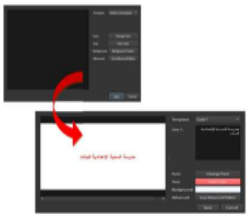
Warm up: How do you add transition effects, text to a video file?

Lesson Presentation

🕮 Add Transitions to a Video Clip:

- Click the Transitions tab.
- Some transition appears.
- Drag and drop one transition and add it to the clip.
- Add a transition at the beginning and at the end of the clip.
- Clip the transition time length by drag and drop it to increase or decrease it.

🕮 Add Text to a Video clip:



- From Title menu, select Title.
- Fill in the dialog box.
- Save text in a file "Save".
- Name the text file in English.
- The text file is found in "Project Files".
- Add text file to the video clips by drag الجزيرة drop the text file and add it to a track.

Export a Video Clip to file



1. Press "Export Video".
2. In the Dialog box of "Export Video", select the fol
 a) "File Name".
 b) Folder Path.
 c) Extension of the Target video File.
 d) Decide the Quality level.
 e) Export the video by pressing "Export Video".

	AVI	MP4
Quality and purity	original quality	less purity, compared with the file with AVI extension.
Storage	large storage capacity	less storage capacity
Publishing	Not appropriate for publishing via websites.	appropriate for publishing via websites.

Evaluation: Complete: – Video file types are.....

Date				
Session				
Class				

Strategy	Dialogue and discussion – Brainstorming – practical training
Teaching aids	Electronic board – Data show – Word processing



Unit Two (Hyper Text Markup Language)
Lesson (1) Hyper Text Markup Language

Lesson objectives: By the end of the lesson, the student should be able to:

- Identify the following basic rules to create a web page By HTML.
- Identify the structure to create a web page by HTML.
- Recognize the syntax for creating a web page using HTML commands.

Warm up: How can you create website pages by HTML?

Lesson Presentation

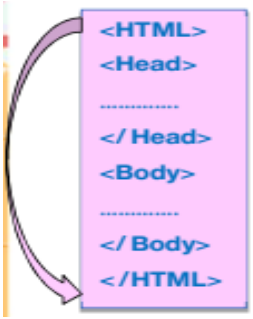
❑ **HTML (Hyper Text Markup Language) :-** It is a coding language used to create internet pages which are used through an internet browser (e.g.: Internet explorer- google chrome, Opera,)

❑ **HTML codes: -** To create a web page, HTML codes are used, these codes are called Tags

. An internet browser executes these tags on the browser page.

❑ **To create a web page using HTML tags, do as follows:**

- Create a text file using a text editor to write and edit the HTML tags (ex: Notepad)
- Write the HTML tags between these signs "< ... >".
- Write most of the tags with a start "<>" and an end "</...>".
- Save the text file with the HTML tags with .htm or .html extension
- Open the saved file using a web browser and notice the result.
- Write HTML tags in capital or small letters.

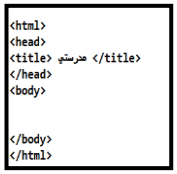


❑ **The Structure of creating a web page using HTML:**

The HTML tag is divided into two parts:

1-Head: the part where the page information is written for the browser like page title.

2-Body: the part where the content is written.



❑ **Add a web page title using </title> <title> tag:**

Evaluation: Complete: - Save the text file with the HTML tags with.....

Date				
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Class				



Strategy	Dialogue and discussion – Brainstorming – practical training
Teaching aids	Electronic board – Data show – Word processing

Unit Two (Hyper Text Markup Language)
Lesson (2) Adding a content to a web page

Lesson objectives: By the end of the lesson, the student should be able to:

- **Add** content to the web page (text, image, video , hyperlink,..etc)
- **Format** the content of the web page.
- **Insert** a hyperlink in the web page / linking the site pages..

Warm up: How can you add a text on a webpage?

Lesson Presentation

❑ Adding a "Text" to a web page:

we type the phrase inside the <body>...</body> tag.

❑ Changing the direction of the web page using "dir" property:

The default direction of a web page is from left to right (English), to change its direction to

be from right to left use the "dir" property:

RTL → From right to left

LTR → From right to left

❑ Web page formatting:-

There are many formats which can be applied to the content of the web page to look more attractive. Some of them:-

❑Formatting the text includes:



- Type the beginning from a new line
- Text alignment
- Putting spaces between words
- Formatting the font (face, volume, cooler, style)

1-Writing at the beginning of a new line by
 tag

2-Centering the text by ... tag:

Evaluation: Complete: - to change its direction to be from right to left use the.....

Date				
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Class				



Strategy	Dialogue and discussion – Brainstorming – practical training
Teaching aids	Electronic board – Data show – Word processing

Unit Two (Hyper Text Markup Language)
Lesson (3) Web page format

Lesson objectives: By the end of the lesson, the student should be able to:

- Add a content to the web page.
- Set a background color for the web page with bgcolor property.
- Insert an image as a background for the web

Warm up: How can you add an image on a web page?

Lesson Presentation

❑ Add blank space between words by الجزيرة|nbsp:-

The nbsp; command is used To leave spaces between words and the number of its repetition, spaces are left with the same number.

❑ Selecting the background color for the web page by the property bgcolor:-

We use the property bgcolor that connects to the <body> tag to select the color of the web page background.
The following table contains some names of colors that can be used as a value to the property bgcolor

Color									
Color Name	Blue	Brown	Black	Green	Red	White	Yellow	Purple	Sky Blue

❑ Adding image as a web page background by the property Background:-

To add an image as a web page background, we use the property Background that relates to the <body> tag

❑ Insert image inside the web page by tag:-

To insert image in the web page, we use tag by selecting the following:
The place where we save the image file and the name of the file and we do this by the property src to tag.

Evaluation: Complete: - To insert image do this by the property src to <.....> tag.

Date				
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Class				



Strategy	Dialogue and discussion – Brainstorming – practical training
Teaching aids	Electronic board – Data show – Word processing

Unit Two (Hyper Text Markup Language)
Lesson (4) Web page font formatting

Lesson objectives: By the end of the lesson, the student should be able to:

- **Format** the font using the Font command.
- **Browse** the web page from the broweser.
- **Save** changes and displays them through the browser.

Warm up: **How** can you format the font on a web page?

Lesson Presentation

❑ Formatting the font in the web page (face, size, color):

The font is formatted by the tag which hasa group of properties to determine:-

- Font Name (face)
- Font size (size)
- Font color (color)

```
<html>
<head>
</head>

<body dir="rtl">
<font face="andalus" color="red" size="6">
مدرستي جميلة ونظيفة ومتطورة
</font>
</body>

</html>
```

❑ The browser recognizes (7) different sizes of fonts, which are determined by the Size property, whose value ranges from 1 to 7

❑ If the command is not used, the font type appears on the web page by default.

❑There are many commands through which the font is formatted, including:

tag	function
<u>	Underline
	Bold
<i>	Italic

Evaluation: **Complete: -** To insert image do this by the property **src** to <.....>



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Strategy	Dialogue and discussion – Brainstorming – practical training
Teaching aids	Electronic board – Data show – Word processing

Unit Two (Hyper Text Markup Language)

Lesson (5) Add a multimedia to a Web page

Lesson objectives: By the end of the lesson, the student should be able to:

- Insert an image into a web page with the command
- Control the dimensions of the image on the web page through the properties.
- Align the image within the web page with the Align property

Warm up: What the meant by multimedia?

Lesson Presentation

❑ Dealing with the sound in the web page.

❑ Insert image inside the webpage by tag.

-Open the text file, after <body> write these tags:

(Note: "Photo" is the image name الجزيرة | ".png" is its extension. Don't close the tag)

❑ Controlling the image dimension in the webpage:

Control the image dimensions using the properties of the tag as follows:

- Height="200" - Width="300"

(Note: We use the measurement unit "pixel" to measure the image dimensions.)

-Open the text file, after <body> write these tags:

- Save the text file with the .htm extension, then open the file.

❑ Align the image inside the webpage:

-Open the text file, after <body> write , Save the text file, then open the file

Value	function
Right	Align the image to the right
Left	Align the image to the left
Middle	Center the text in the middle of the image
Bottom	The text is positioned align down the image
Top	The text is positioned align top the image

Evaluation: Complete: - To Align the image inside the webpage through property.....

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Strategy	Dialogue and discussion – Brainstorming – practical training
Teaching aids	Electronic board – Data show – Word processing

Unit Two (Hyper Text Markup Language)
Lesson (6) Add a multimedia / hyperlink to a

Lesson objectives: By the end of the lesson, the student should be able to:

- Insert the sound as a background.
- Add a video to the web page.
- Insert a hyperlink in the webpage / linking the site pages.

Warm up: What the meant by Hyperlink?

Lesson Presentation

❑ Dealing with the sound in the web page:

❑ Insert Video in the web page by <embed> tag:-

We can insert the sound as a background to the web page to listen to when we download the web page by the browser.

Important Notes:

We must notice that the "Internet Explorer" is the only browser that supports the <bgsound> tag to insert the sound as a background to the web page.

Using <bgsound> and the property src that follows, we insert the sound as a background to the web page

. The property src to the tag takes the sound file name value and its extension.

❑ Insert Video in the web page by <embed> tag:-

By using the <embed> tag, we insert the video inside the web page. We must notice that the tag supports the video file of the type (.swf – .avi – .mov).

By using the <embed> tag and the property src that follows, we insert the video.

The property value src takes the name of the video file and its extension.

❑ Insert hyperlink in the web page by the <a>...tag:-

Hyperlink is an image or a text, when we click it, we move to another place, it can be in the same page or in another one, in the same site or in another one

❑Insert hyperlink:

by href property to the <a> tag.



❑Insert a hyperlink to an image:

- Display the image by tag.
- Put inside <a>... to make it a hyperlink

Evaluation: Complete: - To insert hyperlink by property

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Strategy	Dialogue and discussion – Brainstorming – practical training
Teaching aids	Electronic board – Data show – Word processing

Unit Two (Hyper Text Markup Language)
Lesson (7) Projects

Lesson objectives: By the end of the lesson, the student should be able to:

- specify the number of the site pages from the Structural design of thewebsite.
- create the various page of the web using the HTML.
- insert a hyperlink among the site pages.

Warm up: How can you create a web site?

Lesson Presentation

❑ Creating the project "My school web site" :-

From the Structural design of the web site, it is clear that it consists of five web pages as follows:



1. The Home page "My school" is saved as Home.htm .
2. The web page "About school" is saved as About.htm.
3. The web page "Images Album" is saved as Photo.htm.
4. The web page "Vision and message" is saved as Vision.htm.

Creating and saving each web page will be as text file created by the HTML.

```
<head>
<title>مدرستي</title>
</head>
<body bgcolor="skyblue" dir="rtl">
<center>
<font face="tahoma" color="red" size="6">مدرستي</font>
<br>
<font face="andalus" color="purple" size="5">
<a href="home.htm">الصفحة الرئيسية </a>   
<a href="about.htm">عن المدرسة </a>     
<a href="photo.htm">ألبوم الصور  </a>   
<a href="photo.htm">الرؤية والرسالة  </a>   
<a href="contact.htm">اتصل بنا</a>
<br><br>
<img src="school.png" height="450" width="800">
</center>
</body>
</html>
```

Evaluation: Complete: – Evaluate Student's Project

Date				
Session				
Class				



Strategy	Dialogue and discussion – Brainstorming – practical training
Teaching aids	Electronic board – Data show – Word processing

Unit Two (Hyper Text Markup Language)
Lesson (8) Projects

Lesson objectives: **By the end of the lesson, the student should be able to:**

- **Insert** an image into a web page with the command
- **Insert** a hyperlink in the webpage / linking the site pages.
- **Save** a web page.

Warm up: **How** can you create a web site?

Lesson Presentation

❑ Creating the web page "Vision and Mission"vision.htm



Code:

```
<html>
<head>
<title>مدرستي</title>
</head>
<body bgcolor="skyblue">
<center>
<font face="tahoma" color="red" size="6">
ألبوم الصـــــور<br>
<img src="students.jpg" height="400" width="300">
<img src="teachers.jpg" height="400" width="300">
<img src="yard.jpg" height="400" width="200"> <br>
<a href="home.htm" ><img src="back.jpg" height="100" width="100"></a>
</center>
</body>
</html>
```

Evaluation: **Complete: – Evaluate Student's Project**